



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30052
Lansing, Michigan 48909
Phone (517) 373-0128

BY INVITATION ONLY

October 6, 2006

Dear Drug Court Coordinator:

The State Court Administrative Office (SCAO), with technical assistance from the National Drug Court Institute, is providing a two-day drug court planning initiative training for all new adult drug courts in Michigan, and for existing adult drug courts with team members who have not attended the federal Drug Court Planning Initiative training. This training will be held November 29-30, 2006, at the Sheraton Detroit Novi.

The training will commence Wednesday, November 29, 2006, at 9:00 a.m., and conclude by 4:00 p.m. on Thursday, November 30, 2006.

The drug court team for the purpose of this DCPI training will consist of each of the following core members:

- Judge
- Prosecutor
- Defense counsel
- Treatment representative
- Drug court coordinator
- Probation/supervision
- Law enforcement

Please complete and return the registration form by November 3, 2006. The registration form can be submitted electronically by clicking the E-Register button below. Each team member must submit an individual registration form. Your supervisor will receive a confirmation e-mail upon your registration.

E-Register

If you have any questions regarding this training, please contact me at (517) 373-6285, or by e-mail at taylor@courts.mi.gov.

Sincerely,

Emily Taylor

Conference Information

Michigan Drug Court Planning Initiative Training Information

Lodging

If your court or agency is located more than 100 miles from the **Sheraton Detroit Novi**, SCAO will provide double-occupancy lodging at the Sheraton Detroit Novi Hotel for the evenings of November 28, 2006, and November 29, 2006.

If a single room is requested, the participant is responsible for the additional lodging room cost.

If you qualify for SCAO paid lodging, please complete the attached lodging registration form. You must download and complete the form. Fax the completed form to the Michigan Judicial Institute (MJl), Attn: Anne DeMarco, at (517) 373-7615.

Facility space constraints do not allow SCAO to make any arrangements for the lodging of spouses, family, or friends of training participants.

Meals

Participants will be provided with breakfast, lunch, and refreshment breaks each day of the seminar. Participants who qualify for lodging at the Sheraton Detroit Novi will also be reimbursed for meals incurred during the course of travel to and from, and participation in, the training at the state per diem rates. As these rates vary by location, receipts are required.

All incidental expenditures, including telephone calls, entertainment, etc., are the responsibility of each individual or his/her governmental funding unit.

Mileage

SCAO will reimburse all participants for mileage incurred for use of their private vehicle during the course of traveling to and from the training at the state per diem rate (currently .445/mile).

Persons with Disabilities

The Sheraton Detroit Novi accommodates persons with disabilities. If you require special accommodations due to a disability, please indicate your needs on the attached registration form.

Confirmation

Registrants will be mailed individual confirmation letters and other pertinent information immediately following the close of registration. If you have registered for the training and do not receive a confirmation letter at least 10 days prior to the seminar date, please contact Anne DeMarco at MJl, (517) 373-7349 or by e-mail at demarcoa@courts.mi.gov.

REGISTRATION DEADLINE:

FRIDAY, NOVEMBER 3, 2006

LODGING REGISTRATION FORM
Michigan Drug Courts Planning Initiative Training
November 29-30, 2006

Double-occupancy lodging assigned by MJJ is available at the Sheraton Detroit Novi for participants whose offices are located more than 100 miles from the seminar site. If a single-occupancy room is requested, the participant is responsible for the additional lodging room cost. Please indicate your lodging requirements below.

Name: _____ Drug Court: _____

I will require lodging for Tuesday, November 28, AND Wednesday, November 29.

I will require lodging for Wednesday, November 29 ONLY

If you would like a single-occupancy room, please indicate below:

YES, if possible, I would prefer single-occupancy lodging and will accept responsibility for payment (\$32.50 per night plus applicable taxes). Note night(s) of lodging above.

I would prefer a: _____ Non-Smoking room _____ Smoking room

Preferred Roommate: _____ Court/Agency: _____

NOTE: If your office is less than 100 miles from the seminar site, you do not qualify for MJJ paid lodging. However, if you are willing to pay your own lodging costs (\$65 per night plus applicable taxes), contact the Sheraton Detroit Novi directly at (248) 349-4000. Advise them that you are attending the SCAO Drug Court seminar and that you will pay all expenses for your lodging.

Lodging Cancellation

For participants eligible for SCAO paid lodging: SCAO arranges guaranteed room reservations based upon your request. Please direct all room changes and/or cancellations to Anne DeMarco at MJJ, (517) 373-7349. **All cancellations after 3:00 p.m. on Tuesday, November 28, must be made directly with the Sheraton Detroit Novi at (248) 349-4000. If your reservation is not canceled, YOU will be responsible for lodging costs incurred.**

REGISTRATION DEADLINE:

FRIDAY, NOVEMBER 3, 2006